ANNUAL MEETING & LEADERSHIP FORUM

Sept. 19-22, 2023 ~ Grand View Lodge, Nisswa

REFLECT
REFRESH
REFOCUS

LeadingAge Minnesota
2023 LeadingAge Minnesota Annual Sponsors

With deep gratitude we recognize our Annual Sponsors whose unwavering commitment to our members and financial support to LeadingAge Minnesota help provide quality programs and resources throughout the year.

For all you do – thank you. We truly are Better Together.

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Welcome to Annual Meeting & Leadership Forum!

We are so excited to host our annual leadership conference in a brand-new setting – Grand View Lodge in Nisswa.

LeadingAge Minnesota’s Annual Meeting & Leadership Forum is the foremost leadership conference for aging services leaders in the region—offering premium education, national speakers, and strategic, forward-thinking content and conversations. Content that gets you out of the weeds and thinking big-picture, next-gen, innovation, and what’s possible for the future of our field.

Annual Meeting is intentionally held in a setting that offers a serene environment to escape the commotion of daily work, prepare your mind for new ideas, and rejuvenate your body and spirit. The conference will include some of the traditions you’ve come to expect, along with some new adventures.

Many of our newer LeadingAge Minnesota members have asked, “Who attends Annual Meeting? Is it for me?” This premier experience is for executive-level, regional, and site leaders from aging services organizations. You’ll join business owners, CEOs, COOs, CFOs, HR leaders, regional directors, and site leaders—as well as leading Business Partner members and Sponsors. Our Annual Meeting brings together people who are seeking strategic and innovative solutions to move their organizations forward, and who want to share meaningful dialogue with colleagues.

Grand View Lodge is located on Gull Lake and features dozens of amenities including two championship golf courses, the rejuvenating Glacial Waters Spa, a collection of distinctive dining venues, and some of the best resort accommodations in the state. See page 13 for some helpful tips as you plan your stay.

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Registration brochure sponsored by EideBailly
SCHEDULE OF EVENTS

**Tuesday, Sept. 19**
Noon – 12:45 p.m.
**Golf Registration and Lunch** sponsored by

1 – 5 p.m.
**Golf Tournament**

6 – 7:30 p.m.
**Meet & Greet Reception** sponsored by
Open to all Annual Meeting participants.

**Wednesday, Sept. 20**
7:45 – 8:45 a.m.
**New Faces Breakfast** sponsored by

New to Annual Meeting? We invite you to join other newer members over breakfast for a casual conversation and overview of the Annual Meeting experience – the sessions, activities, and networking opportunities available throughout the week. No pre-registration needed, but you must be a registered guest at Grand View Lodge on Tuesday evening or purchase a breakfast ticket when completing your conference registration with LeadingAge Minnesota.

*Hosts: Jessica Lacher, Director of Membership and Barbara Landeen, Senior Director of Leadership and Member Experience, LeadingAge Minnesota, Minneapolis*
BECOMING CHANGE PROOF
Leveraging the Power of Resilience to Thrive Amidst Chaos and Uncertainty

Unprecedented, chaotic, overwhelming, stressful. These are the words most frequently used today to describe our personal and professional lives. And the aging services field has seen more than its share of this pressure and change. Let’s face it though, this is not the first time – nor will it be the last – that we’ll be challenged on a mental, emotional, physical, and yes, even a spiritual level.

Today’s imperative is for caregivers at every level to cultivate the ability to become Change-Proof – having the resilience, both individually and organizationally, to sustain our performance and thrive in the face of these demands. Research shows that when we develop, practice, and invest in the skills of resilience, the results are improved health, energy, passion, engagement, and performance.

Join bestselling author and resilience researcher, Adam Markel, in this important conversation about how to leverage uncertainty and strengthen your resilience to show up as the smartest and most courageous leaders in business that you are! Adam will share tangible, impactful, strategies and practices to empower and inspire you to serve at your best, even amidst the complex macro challenges and demands we face daily.

Adam Markel is author of the #1 Wall Street Journal bestseller, Pivot, and Change Proof: Leveraging the Power of Uncertainty to Build Long-Term Resilience. As a keynote speaker, he has reached tens of thousands worldwide with his message of resilience as the competitive edge in today’s complex markets. An attorney, entrepreneur, and transformational trainer, Adam is a business consultant and trainer who inspires, empowers, and guides organizations and individuals to create sustainable, high-performance strategies.

Adam is also the CEO of More Love Media, a TEDx speaker and host of The Change Proof podcast, where he shares his insights on change and resilience in today’s fast-paced market and interviews experts, innovators, and influencers in these areas of business and life.

*Schedule includes a 15-minute break
Wednesday, Sept. 20, cont’d.
11:30 a.m. – 12:45 p.m.
Lunch

1 – 2 p.m.
CONCURRENT SESSIONS

#1 – Defining and Integrating Resilience: A Continuation of Opening Keynote
- Continue the conversation about what resilience is, what it’s not, and how to operationalize it for the long-term, sustainable success of your organization and staff.
- Engage in collaborative discussion on the factors that may erode resilience in the future, how to assist your team in becoming more resilient, and what you can do to model and create a context of permission for others.
- Gain tangible insights on creating a truly Change Proof™ and resilient organization.

Adam Markel, CEO of More Love Media, San Diego, Calif.

#2 – Building Advocacy into Your Organizational Model: A Panel Discussion
- Understand the value of building an advocacy culture.
- Identify key elements and activities to engage employees and residents in advocacy.
- Discuss how to create a culture of advocacy with employees and residents.

Rob Lahammer, VP of Engagement and Advocacy, Presbyterian Homes & Services, Roseville; Dustin Lee, President/CEO, Prairie Senior Cottages, North Mankato; Marvin Plakut, President & CEO, Episcopal Homes of Minnesota, St. Paul; and Natalie Zeleznikar, Representative District: 03B, Minnesota House of Representatives, St. Paul
Facilitator: Erin Huppert, Vice President of Advocacy, LeadingAge Minnesota, Minneapolis

#3 – Pharmacogenetic Testing for Improved Health Outcomes
- Identify benefits of pharmacogenetic testing including reducing adverse drug events and interactions and decreasing costs.
- Understand the limitations of pharmacogenetic testing.
- Discuss case studies of testing implementation and best practices.

Matthew Kern, COO, Cassia, Edina and Cami Peterson-DeVries, VP of Senior Services, St. Francis Health Services of Morris
Facilitator: Dr. Kari Everson, RN, LNHA, LALD, Vice President of Clinical Services, LeadingAge Minnesota, Minneapolis and President, Euvoia Senior Care Consulting, Woodbury

2 – 2:15 p.m.
Break
Wednesday, Sept. 20, cont’d.

2:15 – 3:15 p.m.

CONCURRENT SESSIONS

#4 – Cannabis and Older Adults: Clinical and Legal Considerations for Leaders
- Understand recent changes in state law.
- Discuss legal implications for sites receiving federal funding and best practices in navigating them.
- Identify policies to navigate challenges if some in your workforce use recreational cannabis.

Robert Rodè, Attorney/Partner, Voigt, Rodè, Boxeth, & Coffin LLC, St. Paul; and Dr. Kari Everson, RN, LNHA, LALD, Vice-President of Clinical Services, LeadingAge Minnesota, Minneapolis and President, Euvoia Senior Care Consulting, Woodbury

#5 – Top 10 Margin Improvement Opportunities
- Understand the challenges impacting the near-term financial outlook for providers.
- Identify the top 10 most effective revenue and cost cutting enhancers for senior care communities.
- Use case studies to understand application of identified strategies.

Sharon Thole, Executive Vice President of Operations, Health Dimensions Group, Minneapolis

#6 – Culture-Specific Approaches to Successful Aging in Long-Term Care
- Understand how cultural perspectives impact aging in long-term care settings.
- Discuss a case study in Alaska on integrating culture into care.
- Identify steps to work with care communities to develop culturally respectful programs and services to improve the health and well-being of community members.

Jordan Lewis, PhD, MSW, (Aleut) Associate Director, Memory Keepers Medical Discovery Team - Health Equity Professor, University of Minnesota Medical School, Duluth

3:15 p.m.

Adjourn for the Day

4 – 7 p.m.

The Great LeadingAge Minnesota Family Reunion Featuring Beach Volleyball sponsored by
See page 7 for details.
The Great LeadingAge Minnesota Family Reunion Featuring Beach Volleyball

Wednesday, Sept. 20, 4 – 6 p.m.

It’s time to reconnect as a LeadingAge Minnesota family. Enjoy beautiful views of Gull Lake while reuniting with your peers from across the state at this fun social event held at the Tanque Verde Cantina on the beach. Snacks and drinks provided.

Get ready to bump, set, and spike - we are bringing back a past Annual Meeting tradition - beach volleyball. Athletic dress is encouraged if you plan to play.

Let’s Play Singo!

Thursday, Sept. 21, 8:30 – 10:30 p.m.

Singo is the hottest entertainment craze sweeping the country and we’re bringing it to Annual Meeting! It’s a new and exciting musical spin on the traditional Bingo game. Instead of numbers, you’re listening to (and singing along with) music clips and marking off song titles on the game card. It’s a ton of fun and it might even replace Bingo in your community one day soon! Bonus: Singo winners receive a prize.
Thursday, Sept. 21
8 – 9 a.m.
**Annual Business Meeting**
The Annual Business Meeting is an important function of the Association and membership. Please plan to attend for the election of officers and other important association business.

9:15 – 10:15 a.m.
**General Session**
**Leader to Leader Panel: Reflect, Refresh, Refocus**
Hear from this year’s panel of leaders as they explore a wide range of topics including, but not limited to short- and long-term sustainability, organizational positioning, community engagement and partnerships, and growing emerging leaders.
*Craig Abbott, President & CEO, Saint Therese, St. Louis Park; Mark R. Anderson, President & CEO, Knute Nelson, Alexandria; Jerry Carley, President/CEO, Benedictine, Fridley; and Daniel Lindh, President & CEO, Presbyterian Homes and Services, Roseville (invited)*
*Facilitator: Kari Thurlow, President & CEO, LeadingAge Minnesota, Minneapolis*

10:30 – 11:30 a.m.
**CONCURRENT SESSIONS**

**#7 – Value Based Care: Looking to the Future**
• Review the status of value based care in long-term care.
• Understand the benefits and the challenges of implementation.
• Discuss how long-term care leaders can prepare for a value based care future.
*Nicole O. Fallon, VP, Health Policy & Integrated Services, LeadingAge, and Director, Center for Managed Care Solutions & Innovations, Washington D.C.*

**#8 – Workforce Technology for Leaders in Long-Term Care: A Panel Discussion**
• Discover technology solutions that are making a significant impact on the workforce crisis.
• Identify practical strategies for leading successful implementation of new technology solutions.
• Discuss resources available to support exploration of trusted technology solutions.
*Panelists: Tracy Hendrickx, Vice President of Long Term Care, Perham Living, Perham; and Ann Schrempp, Corporate Director of Lifelong Learning, Ebenezer, Burnsville*
*Facilitator: Joel Prevost, LHSE, LNHA, MBA, Founder, Prevost Partners Inc., Golden Valley*
**SCHEDULE OF EVENTS**

**Thursday, Sept. 21, cont’d.**

**#9 – Purposeful Planning for Leaders**
- Know how to build a daily schedule for positive impact.
- Translate your big annual goals into doable, daily mini goals.
- Create focus to make overwhelming tasks tangible.

_Deanna Singh, Chief Change Agent, Flying Elephant, Milwaukee, Wis._

11:30 a.m. – 12:45 p.m.

**Lunch**

1 – 2 p.m.

**CONCURRENT SESSIONS**

**#10 – Program of All-Inclusive Care for the Elderly: PACE Panel**
- Review legislation passed to support implementation of PACE in Minnesota.
- Contrast the pros and cons of starting a PACE program.
- Discuss current progress on PACE from Minnesota provider perspectives.

_Wayne Olson, Program Advisor, Presbyterian Homes and Services, Roseville; Jerry Carley, President/CEO, Benedictine, Fridley; and Jon Riewer, President & CEO, Eventide Senior Living Communities, Moorhead_

_Facilitator: Erin Shvetzoff Hennesey, MA, CPG, NHA, CEO, Health Dimensions Group, Minneapolis_

**#11 – Pivoting Your Community for the Future**
- Identify the steps involved in a project feasibility analysis process when considering an expansion or repositioning: including master planning, development services, market study, and financial feasibility.
- Recognize how this process could benefit your community through case studies illustrating unique outcomes.
- Discuss the importance of aligning organizational and financial goals in the pursuit of an expansion or repositioning including how strategic and operational planning impacts project feasibility and what you can do now to prepare.

_Duane Helwig, NCARB, AIA, Partner, Vice President of Design, Community Living Solutions; and Matthew Wocken, CPA, Principal, CliftonLarsonAllen, LLP_

**#12 – Creating Cultures of Inclusion**
- Learn how to improve your leadership competency in the diversity, equity, and inclusion space.
- Identify how to perform a critical self-assessment.
- Apply practical steps for how you can foster a more inclusive environment.

_Deanna Singh, Chief Change Agent, Flying Elephant, Milwaukee, Wis._
Thursday, Sept. 21, cont’d.

2 – 2:15 p.m.
Break

2:15 – 3:15 p.m.
CONCURRENT SESSIONS

#13 – Health Continuum Partnerships for Improved Resident Care
• Understand how partnerships can help control healthcare costs and avoid hospital admissions or readmissions.
• Identify best practices for partnerships to provide the best outcomes for patients so that both partners benefit.
• Discuss the benefits of a long-term care provider and hospital system partnership through a case study.

Lindsey Sand, LHSE, NHA, Vice President of Population Health, Knute Nelson, Alexandria

#14 – Workforce in the Era of HyperTransition
• Explore innovative ways to create a “Transition Toolkit” that eases the onboarding and offboarding processes, ensuring continuity and preservation of institutional knowledge.
• Leverage the science of happiness in the workplace to develop novel retention strategies that foster emotional connections and job satisfaction.
• Implement real-time feedback mechanisms and agile workforce planning to continuously gauge employee engagement and quickly adapt to evolving workforce needs and aspirations.

Avi S. Olitzky, President & Principal Consultant, Olitzky Consulting Group, Golden Valley

#15 – Moratorium Exceptions Process: Funding Options for Rural Care Centers
• Understand the steps in the Minnesota Department of Health’s moratorium exception process.
• Identify options for implementing and funding property projects.
• Discuss case examples for successful property projects using USDA funding and approved exceptions.

Speakers to be announced

3:15 – 3:30 p.m.
Break
Thursday, Sept. 21, cont’d.

3:30 – 4:30 p.m.

Professional Network Forum
Join other high-level leaders in profession-specific groups to build relationships and discuss shared interests. Each group (Operations, Financial, Organizational Leaders, and Human Resources/Talent Development) will have a facilitator to direct discussion questions and learning outcomes, share best practices, and brainstorm solutions.

4:30 p.m.

Adjourn for the Day

8:30 – 10:30 p.m.

Let’s Play Singo! sponsored by McKesson
See page 7 for details.

Friday, Sept. 22

General Session

Reactive vs Proactive Leadership
In an ever-changing landscape, leaders in the aging services sector are constantly challenged to make decisions under uncertainty. This session will delve into the contrast between reactive and proactive leadership, highlighting the importance of anticipatory thinking and planning. With a special focus on Robust Action Planning, participants will learn how to create flexible strategies that can withstand unexpected challenges. Additionally, succession planning will be discussed as a crucial component of organizational sustainability, preparing for seamless leadership transitions, and the continued success of the organization.

- Cultivate a Culture of Proactivity: Learn to foster an organizational culture that encourages forward-thinking and proactive behavior, equipping team members with the tools and mindset needed to anticipate and address challenges before they escalate.
- Harness Data for Informed Decision Making: Explore the use of data analytics in leadership and understand how to leverage data to make informed decisions that align with long-term goals and mitigate risks.
- Build Resilience Through Leadership Agility: Gain insights on developing leadership agility, a capability that helps leaders to adapt, respond effectively, and remain resilient in the face of rapid changes and uncertainties in the aging services sector.

Avi S. Olitzky, President & Principal Consultant, Olitzky Consulting Group, Golden Valley

10:15 – 10:30 a.m.

Break
**SCHEDULE OF EVENTS**

**Friday, Sept. 22, cont’d.**

10:30 – 11:30 a.m.

**Endnote**

**The Upside**

**Combating Negativity in Work and Life**

In the fallout of the pandemic, new and different problems have arisen, like worsening staffing shortages, burnout, and an increasing creep of a workplace staple: Negativity. If you feel like the attitudes of some people have become more negative, sadly you’re not imagining things.

Author and humorist Jack Stahlmann takes an irreverent look at how to deal effectively with negativity in the workplace and our lives.

- Gain the skills to combat the Debbie and Donnie Downers in your life by examining the science behind Hans Rosling’s Negativity Theory. Understand why some people are more negative than others, and more importantly, learn how to navigate those workplace fun killers.
- Develop the “yes and” state of mind that drives productivity by taking the word “no” out of your vocabulary to create more productive business conversations.
- Hone your consistency as we dive into the art of going on winning streaks.

Ultimately, this program will give you a template for acting now, because simply seeing the silver lining is not enough. It’s the doers who find the upside. Because in a world with so much downside, you can always find a way to... up yours.

**Jack Stahlmann inspires organizations by sharing the lessons he learned in Los Angeles as an actor, producer, director... and of course, a waiter. His production company created several films that enjoyed success at festivals worldwide. He was a director for the Margaret Cho stand-up show Cho Revolution, and he appeared briefly (very briefly) on Days of Our Lives. But his shining on-screen moment came in a co-star role on the CBS drama Cold Case, where he played a wimpy park ranger. He has been a contributor to HuffPost and currently resides in St. Paul.**

11:30 a.m.

**Conference Adjourns**
The historic Grand View Lodge on Gull Lake has been providing guests with memorable experiences since 1916. Navigating a new venue for Annual Meeting will take a little getting used to. We want this to be an exceptional experience for you and hope these tips will help. If you have any questions at all – big or small – reach out to Jenny Prosser at jprosser@leadingagemn.org.

**Plan Your Stay at Grand View Lodge**

- View a [resort map](#) to familiarize yourself with the property.
- The Main Lodge and Gull Lake Center is the heart of Grand View Lodge where most events take place and where most of the dining venues are located.
- Event and Lodging Locations:
  - A variety of lodging options include guest rooms in the Main Lodge, a boutique hotel (North), and cabins, studios, homes, and cottages in varying sizes to accommodate groups. All check-ins are at the Main Lodge.
  - The meeting portion of Annual Meeting will be held in Gull Lake Center (#5).
  - Breakfasts and lunches will be in the Main Lodge (#1).
- Resort check-in time is 4:30 p.m. and check out time is 11 a.m.
- Complimentary resort-wide shuttle service will be available for all Annual Meeting participants. Remember to bring comfortable walking shoes!
- Book [golf tee times](#), [spa appointments](#), and/or [dinner reservations](#) well in advance.
- For the foodies - check out celebrity chef Justin Sutherland's new restaurant, Northern Soul Smokehouse at The Preserve (six miles north on 371).

**Fun Facts About Grand View Lodge**

- 2,500 feet of sandy beach
- 125+ miles of bike trails
- Two golf courses, 36 holes of championship golf
- 70+ spa services
- 20+ complimentary resort activities from bonfires to paddleboarding to pickleball
- Eight dining venues
- Two coffee shops
Welcome! If this is your first time attending Annual Meeting, here are some helpful tips for making the most of your experience.

- Annual Meeting registration is done in three steps: 1) Conference registration; 2) Golf Tournament (optional); and 3) Grand View lodging (optional).
- You may choose to stay at Grand View Lodge or not. The Grand View packages include lodging and breakfasts. If you stay off-site, you can pre-purchase breakfast tickets via your conference registration.
- Looking for dinner options or a fun group to dine with? Contact Jessica Lacher at jlacher@leadingagemn.org.
- The Golf Tournament on Tuesday is a fun event that is welcoming to every level golfer.
- Take advantage of the reception on Tuesday evening. It’s where people gather to meet and mingle in a casual atmosphere before the conference begins.
- Join us at Wednesday morning’s New Faces Breakfast for an insider’s guide to Annual Meeting and to meet other members new to the event.
- Be sure to attend Thursday morning’s Annual Business Meeting for the election of officers and other important association business.
- There is free time built into the conference schedule for you to take advantage of the amenities, recreational opportunities, or just relax.
- It’s casual attire – no business suits required!
GENERAL INFORMATION

For full conference details and registration forms visit https://www.leadingagemn.org/education-events/annual-meeting/.

REGISTRATION

Register separately for 1) Conference, 2) Golf Tournament, and 3) Grand View lodging.

REGISTER HERE

Contact education@leadingagemn.org or 651.645.4545 for assistance.

STEP 1: CONFERENCE REGISTRATION

Select your conference attendance (full conference or single day) and your education sessions.

CONFERENECE REGISTRATION FEES

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<th>Early Bird Rate on or before Aug. 18</th>
<th>Regular Rate Aug. 19 or after</th>
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<td>Single Day (Wednesday or Thursday)</td>
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Early Bird conference registration deadline: Friday, Aug. 18, 2023.

Registrations received Aug. 19 or after will be charged the regular rate.

Full conference registration is Sept. 19-22. Full conference rates include morning breaks on Wednesday, Thursday, and Friday; lunch on Wednesday and Thursday; afternoon breaks on Wednesday and Thursday.

Wednesday and Thursday single rates include morning and afternoon breaks and lunch. Friday single rates includes a morning break.

Lodging and breakfasts not included.
GENERAL INFORMATION

STEP 2: GOLF TOURNAMENT (Optional)
Complete the separate Golf Tournament online registration form. The fees listed are for providers only.

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<th>Early Bird Rate on or before Aug. 18</th>
<th>Regular Rate Aug. 19 of after</th>
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<tr>
<td>Business Partners</td>
<td>Contact Jenny Prosser for sponsor rates. <a href="mailto:jprosser@leadingagenn.org">jprosser@leadingagenn.org</a></td>
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Early Bird golf registration deadline: Friday, Aug. 18, 2023.
Golf registrations received on Aug. 19 or after will be charged the regular rate.

STEP 3: CHOOSE YOUR LODGING OPTION
You may stay at Grand View Lodge which includes your room (two night minimum) and breakfast or stay offsite and purchase breakfasts separately.

Option 1: Grand View’s Lodging Package Online Registration
Book your lodging online directly with Grand View Lodge at https://grandviewlodge.formstack.com/forms/leadingage_minnesota. If you have questions regarding lodging, please type your questions in the reservation link under special requests and a reservation coordinator will reach out. Grand View Lodge’s accommodations are a package that includes lodging and breakfasts. Accommodations at Grand View Lodge are limited and assigned on a first-received basis. Grand View Lodge requires a two-night plus tax deposit at the time of reservation. Deadline for Grand View lodging package is Tuesday, Aug. 22, 2023.

Option 2: Day Meeting Breakfast Registration Fees (for Offsite Lodging)
If you stay at another location and would like to have breakfasts at Grand View Lodge, you must order your breakfasts as part of your LeadingAge Minnesota conference online registration (step 1 above). NOTE: Breakfast tickets are not available for sale onsite. Deadline for breakfast orders is Monday, Sept. 11, 2023. Pickup breakfast tickets at LeadingAge Minnesota’s conference registration desk in Gull Lake Center during an open registration time.

Breakfast Buffet: $22.74 per day. Price includes service charge and state sales tax.

Dinners are not included. Visit https://www.grandviewlodge.com/ for more information on dining options, menus, and restaurant hours.
STEP 4: NOTE THE CANCELLATION POLICY

**Conference Registration:** Registration fees (less a $25 processing fee) are refundable if LeadingAge Minnesota receives written cancellation notice no later than Friday, Sept. 8, 2023. No refund for cancellations made after the deadline or for no-shows.

*Grand View’s Lodging Reservation:* Lodging fees are fully refundable if Grand View Lodge receives cancellation notice no later than 4 p.m. CST on Monday, Sept. 11, 2023. No refund for cancellations made after the deadline or no-shows. Replacements are gladly accepted.

**Continuing Education Credits**
The educational programming for Annual Meeting meets the CEU approval criteria for the Minnesota Board of Executives for Long Term Services and Supports (MN-BELTSS). It has been designed to meet the continuing education approval of the Minnesota Board of Nursing. General certificates of attendance will also be available for housing managers and others. Association business meetings and information-only sessions do not meet the CEU approval criteria of these licensure boards. For further information, contact Sharon Hollister at shollister@leadingagmn.org.

SCHOLARSHIPS AVAILABLE

Five full conference scholarships to the 2023 Annual Meeting & Leadership Forum are available to provider members facing financial hardship, courtesy of the following 2023 Annual Sponsors:

To apply, click here and submit your application by Friday, Aug. 18, 2023.

Applicants will be notified of their status by the end of August; those not awarded are eligible to register at the early bird registration fee. Applications will be kept confidential.